India Application Guide

The online visa application for India presents a number of unique challenges. This guide can assist you with completing the India visa application properly, saving you valuable time and expense.

This guide is divided into two parts: step by step instructions and a checklist of common errors to avoid.

Ready? Let's get started:

The Indian government recommends that the visa application be completed with Internet Explorer 8.0 or newer, or, Google Chrome. Apple's Safari browser is not recommended as it fails and many users cannot print the completed application.

Step 1: Follow this link https://indianvisaonline.gov.in/visa/index.html and click left bottom button "REGULAR/PAPER VISA APPLICATION", seen here circled in red.

Clicking this button will take you to the next step.

Step 2. Select the correct India Consulate. Match the consulate with the address on the envelope checklist in your application kit.

Step 3: Select your visa purpose type. Visa type selected will require responses determined by purpose. For example, business is the primary reason and purpose is clarification of business visit such as Establish a venture or Other business activities

Step 4: On the next screen, record your unique application identification separately.

You will need this ID if you need to edit or save and return to your visa application.

Indian Mission/Office: USA-WASHINGTON

Data saved Successfully.Please note down the Temporary Application ID : A426XX5XMBGVNBB

Step 5: Complete all the required fields (marked with an asterisk) on this page. When finished, click "Save and Continue."

Helpful Hints:

- Your "Surname" is your last name, write exactly as in your passport
- Your "Given Names" are your first and middle name, write exactly as in your passport
- Do not use punctuation marks. If your name is hyphenated then use a blank space instead. Do not use a period if your name has a suffix such as "Jr."
- "Citizenship/National ID No" is your Driver's License number
- Answer "Visible Identification Marks" with "None."

Step 6: Complete all the required fields (marked with an asterisk) on this page. When finished, click "Save and Continue."

Your passport will be shipped back to the address indicated on your application as your "Present Address."

Helpful Hints:
- Your "Present Address" must match your address on your driver's license
- For "Father's" and "Mother's Details" you must list their first, middle, and last name; and, you must list the city and state of their birth
- If married you must list your spouse's first, middle, and last name; and, you must include their city and state of birth

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Details of Visa Sought

		Help
Type of visa*	TOURIST VISA	Select visa type you are applying for
Places likely to be visited *		Places to be visited
Duration of Visa (in Months) *	0	Duration of visit (in months)
No. of Entries *	Select.....	No of Entries
Purpose of Visit*	Select...	Purpose of visit
Expected Date Journey *	20/12/2014	(Visa validity will start from the Visa Issue Date)
Port of Arrival in India *		Port of arrival in India
Expected Port of Exit from India		Expected Port of Exit from India

Previous Visa/Currently valid Visa Details

Have you ever visited India before?	Yes ⦿ / No ○	If Yes Please give Details
Address*		Enter the address of stay during your last visit
Cities previously visited in India *		Cities in India visited (comma seperated)
Last Indian Visa No/Currently valid Indian Visa No. *		Last Indian Visa no / Currently valid Indian Visa no
Type of Visa *	Select.....	Type of Visa
Place of Issue *		Place of Issue
Date of Issue *	(DD/MM/YYYY)	Date of Issue

Has permission to visit or to extend stay in India previously been refused?
Yes ⦿ / No ○ — Refusal Details Yes /No
If so, when and by whom (Mention Control No. and date also) — If so, when and by whom (mention Control no and date)

Other Information

Countries Visited in Last 10 years — Countries visited in last 10 years (comma seperated)

SAARC Country Visit Details

Have you visited SAARC countries (except your own country) during last 3 years?
Yes ⦿ / No ○ — Have you visited "South Asian Association for Regional Cooperation" (SAARC) countries (except your own country) during last 3 years? Yes /No

Name of SAARC country *	Year*	No. of visits*
Select.....	Select.....	

Add Row

Reference

Reference Name in India*		Reference Name and Address in India
Address*		
Phone*		Phone no
Reference Name in UNITED STATES OF AMERICA*		Reference Name and Address in UNITED STATES OF AMERICA
Address*		Address
Phone*		Phone no

To upload Photo click "Upload Image" .Click "Save and Continue" to directly proceed without photo upload

PHOTO UPLOAD

Upload Image

Save and Continue   Save and Temporarily Exit

Step 7: Complete the details related to your travel visa purpose. The purpose you select will require responses determined by purpose. For example, tourism will ask about a destination, business the name of the company to be visited, etc.

Helpful Hints:

- Please provide an answer to the question: "Expected Port of Exit from India." While it is not a required field the consulate will reject you application if this field is not complete
- All travelers should request a visa validity that **extends beyond your date of departure from India in the event of unforeseen circumstances that may delay departure**
- Business travelers—the company you list much match the company in your Business Introduction Letter
- Non-US citizens should only select **6-month or 1-year validity** visas. Longer-validity visas are unlikely to be granted and refunds of consular fees are not possible

Step 8: Enter your Indian Reference information

Helpful Hints:

- Cruise and Tour clients should refer to the cover letter on their application kit for their reference information
- General tourists may use their hotel information
- Business travelers—the contact you list much match the contact in your Business Introduction Letter
- Reference in USA may be next of kin or a co-worker

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To upload Photo click "Upload Image" .Click "Save and Continue" to directly proceed without photo upload

PHOTO UPLOAD

Upload Image

Step 9: Upload your photo following the guidelines on the online application form

Helpful Hint:

- A visa specialist can upload your photograph for you after you have completed you application

Step 10: Review your application for accuracy. If satisfied that your responses are accurate and correct, press "Verified and Continue". Press "Modify/Edit" if you need to make changes. Select "Print Form" from the next screen.

Helpful Hint:

- If you need to edit your response then press "Edit/Modify" and you will be directed to the first page of application. Your information will be preserved but you will need to redo each screen.

Step 11: Signing Your Visa Application—you must sign your visa application is **two** locations. On the upper-right side of the first page, in the box marked "Signature," and, on the lower right side of the second page, on the dotted line marked" Applicant's Signature."

Helpful Hints:

- You must keep you signature within the box on the first page; writing outside the box will cause a rejection
- Your signatures must match those in your passport

Sign exactly as in Passport

Common Mistakes to Avoid:

- **NAMES DO NOT MATCH THOSE IN YOUR PASSPORT**—The names that you enter on the application must match exactly that which is printed in your passport. Names that deviate in any way will cause a rejection of the visa application
- **SHIPPING OF YOUR PASSPORT** Your passport will be shipped back to the address indicated on your Application as your "Present Address". Please input your address correctly
- **SIGNATURES**--You must sign your name, exactly as in your passport, on the first page and second page of the visa application. This signature must match the signature in your passport. Differences between the signatures will cause a rejection of the visa application
- **USE OF PUNCTUATION**—Do not use puncutation marks of any kind in your application. This will cause a rejection. If your name has a suffix, such as Jr. or Sr., write it exactly as in your passport, without punctuation
- **INCOMPLETE ADDRESS**—Make sure that the Reference Addresses for India shows the complete city and state. The form will not always accommodate a complete address so ensure that the city and state is listed
- **CROPPED PRINTING**—Make sure that you print the entire application. Some browsers will "crop" the top and bottom of the form. "Cropped" forms will be rejected
- **SINGLE SIDED PRINTING**—Ensure that you print the application on single sided pieces of paper. Double-side printed applications will be rejected. You must fully print the bar code on the bottom of page 1.

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